

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Superintendent (Bldg. Maintenance) #158880

ANNOUNCEMENT NO. 133-2015

SALARY: WS-215 / Minimum \$30,930 / Maximum \$63,315 annually

LOCATION: LANG-CB, Camp Beauregard, Pineville, La.

OPEN: 23 October 2015

CLOSE: 6 November 2015

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must possess solid knowledge and understanding in the areas of carpentry, masonry, interior and exterior finishes, roof repairs, painting, etc. Ability to organize tasks and prioritize duties for preventive, routine and emergency maintenance tasks. Possess a solid working knowledge of other construction and maintenance trade activities, like plumbing, electrical and HVAC related tasks.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Execute work order, safety and environmental meetings and training for assigned personnel. Grasp organizational policies, standard operating procedures and facility layout. Assign, direct and delegate work orders and projects in the areas of carpentry related repair tasks. Assign, approve, prioritize, schedule and maintain in the management of the Facility Management Work Order Program. Perform master craftsman level work in framing, sheetrock installation, concrete work, and finish trim out and related tasks. Train subordinates in the safe operation and maintenance of power and hand tools in all the areas of maintenance operation. Supervise and coordinate offender work crews IAW LAARNG and DOC rules and regulations. Serve as Camp Beauregard liaison for the LA State Fire Marshal Office and execute facility compliance/renovation tasks. Develop bills of materials for work order packages, scopes of work for future bidding, and project execution. Read and interpret blueprints, schematics, and shop drawings for construction and fabrication projects. Procure parts and materials within established LMD purchasing guidelines. Control, secure, inventory and dispatch tools, materials, and equipment. Serve as Camp Beauregard liaison for contracted construction services/projects and/or annual military training projects. Perform quality control measures and determine standards for acceptability of work and projects. Schedule and coordinate preventative maintenance inspections related to roofing, windows, doors, siding, etc. Perform managerial duties including performance reviews, counseling, leave administration and employee development. Demonstrate strong communication skills interacting with organizational personnel, tenants and contractors. Assist contractors and subordinates with construction, installation, maintenance, repairs and preventive maintenance. Assist other FE trade teams in trouble shooting and repairs of basic plumbing, electrical systems when required. Attend schools, classes, seminars and meetings as required. Operate computer systems with MS Windows operating system and Microsoft Office software. Work with minimal guidance, instruction or supervision. Accessible after normal duty hours, weekends and holidays as required. Completion of SHARP training and foster sexual harassment free environment. Represent the Facility Superintendent in his absence. Perform other duties assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/join-us/state-technician-vacancies>** Application(s) must be submitted to the following Human Resources Employee Assistance Officer:

SFC (Ret) Theresa Walker / Mrs. Kimberly Clay

LMD-HR, Pineville, La. & Minden, La.

E-mail: kimberly.s.clay.nfg@mail.mil / Theresa.j.walker2.nfg@mail.mil

Office: (318) 641-5393 / (318) 641-5392

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